



Administrative Progress Report (APR) December 2007

To: POST Commissioners and Advisory Committee Members

From: PAUL A. CAPPITELLI
Executive Director

The Administrative Progress Report (APR) is a monthly status report that informs POST Commissioners and the California law enforcement community of recent progress on POST projects and instructional programs under development, and other information of importance to our mission to continually enhance the professionalism of California law enforcement.

2007 IN REVIEW

I wish all POST Commissioners, Advisory Committee members and our constituents in the state a Happy New Year. The year 2007 was busy and productive for POST staff and Commissioners. Hal Snow was the Interim Executive Director from January until October when the Commission announced my appointment as the Executive Director. November 13 was my first “day on the job” and I am spending my time meeting employees and constituents and learning about POST programs.

During 2007, POST staff prepared 59 action items for the Commission to act upon at the quarterly meetings. Additionally, staff prepared another 41 Consent Agenda (informational) items to update the Commission on projects under way.

Several noteworthy events occurred during 2007. In reviewing APRs and Commission minutes from 2007, I found the following events and actions to be highly representative of the kind of activities that shape our mission in service to law enforcement:

January

- The California State Library recognized the POST Library as an “internationally renown law enforcement library.” Though the POST Library is intended for the use of California law enforcement, libraries from around the world use the interlibrary loan process to borrow material from POST.
- Non-sworn, management-level personnel are admitted to the Command College program.

February

- The Federal Office of Grants and Training (G&T) approved two POST-developed courses: the *Incident Command System (ICS) 300 & 400 Course for Response Personnel* and the *ICS 300 & 400 Train-the-Trainer Course*. These courses meet the National Incident Management System (NIMS) training requirement.
- The Electronic Data Interchange (EDI) System is expanded to permit the electronic certification of training courses.

March

- Six POST Telecourses received nationally recognized Bronze Telly Awards from the television production and broadcast industry. The telecourses receiving the awards are: *News Media Relations*, *Missing Persons Update*, *Response to Human Trafficking*, *Tactical Driving*, *National Incident Management System* and *Law Enforcement Response to Homelessness*.
- Retired Bureau Chief Ken Whitman received the California Commendation Medal for his work as POST's Homeland Security Liaison. The medal is one of the highest civilian awards granted by the California Military Department.

April

- The Commission conferred Emeritus status on former Executive Director Ken O'Brien.

May

- The California State Supreme Court heard oral arguments in the 5-year old lawsuit filed by the *Los Angeles Times* against POST to gain access to peace officer information contained in the Peace Office Database.
- The six telecourses that received Bronze Telly Awards in March (above) received Aurora Awards. Three telecourses – *Law Enforcement Response to Homelessness*, *Missing Persons Update* and *News Media Relations* - received the highest possible award, the "Platinum Best of Show" award. *Response to Human Trafficking*, *National Incident Management Systems* and *Tactical Driving for Law Enforcement* each received the "Gold Award." All POST telecourses were honored for strong content, informative dramatizations and attention to detail.

June

- Governor Schwarzenegger appoints Scott Himmelstein to the POST Commission.

July

- POST issues unique I.D. numbers to every peace officer in the state and eliminates the use of Social Security Numbers.

August

- The CA Supreme Court ruled against POST in the *Los Angeles Times* case, deciding that some peace officer information from POST records was public information.

September

- Paul Cappitelli was selected as the new Executive Director of POST.
- The online *Law Enforcement Response to Terrorism (LERT)* course wins a “Gold Brandon Hall Excellence in Learning” award. The Brandon Hall Excellence in Learning awards are considered to be Academy Awards in training.

October

- Governor Schwarzenegger signed AB 587, which appropriates \$2.5 million to POST for the development and presentation of anti-terrorism training for Fiscal Years 2008 through 2011.
- The Governor signed AB 1229 which adds a 16th member to the POST Commission.

November

- POST’s website redesigned to comply with the state’s new requirements for website redesign.

December

- POST employees serving the field were equipped with “BlackBerry” Global Broadband smartphones to improve internal and external communications.

Questions about APR articles or Commission actions in 2007 may be directed to Assistant Executive Director Dick Reed, Administrative Services Division, at (916) 227-2809 or Dick.Reed@post.ca.gov.

POST TO RECEIVE TERRORISM FUNDING APPROVED BY ASSEMBLY BILL 587

On October 10, 2007, Governor Schwarzenegger signed Assembly Bill 587 (Karnette). This bill appropriates \$2.5 million from the funds that had accumulated from the sales of 9/11 Memorial license plates in the State Anti-Terrorism Fund to POST for terrorism-related training.

POST staff has been working with the Department of Finance on how the funds will be integrated into the POST budget and developing a plan to use the funds to support statewide training efforts.

The law provides funds for development of training and for reimbursement of trainees for all law enforcement agencies that participate in the POST program. These funds will augment federal homeland security funds that have been received from the Department of Homeland Security (DHS).

The initial funds are scheduled to become available in January 2008 for a proposed expenditure of \$500,000 between January and June 2008. The additional \$2 million will be available for use in Fiscal Years 2008/09 and 2009/10.

The comprehensive training and expenditure plans will be presented to the Long Range Planning Committee in June 2008.

Questions about the Assembly Bill 587 may be directed to Special Consultant Ken Whitman, Homeland Security Training Program, at (916) 227-5561 or Ken.Whitman@post.ca.gov.

FIRST AID/CPR ONLINE COURSE CONTENT FINALIZED

Staff finalized the content and scenarios for the First Aid/CPR online course. The course will satisfy the requirement for refresher training. Course development continues. The online training is expected to be available in spring 2008.

Officers using the online course will be required to complete the skills demonstration separately. The process for documenting completion of the skills demonstration is explained in the online course. Proof of completion of the online course and the skills demonstration will be entered via the POST Learning Portal and will automatically update the training records.

Questions about the First Aid/CPR Online Course may be directed to Senior Instructional Designer Sven Blomberg, Training Program Services Bureau, at (916) 227-4547 or Sven.Blomberg@post.ca.gov.

POST AND THE MUSEUM OF TOLERANCE EXPLORE VICTIM OUTREACH OPTIONS

POST staff recently met with representatives of the Simon Wiesenthal Museum of Tolerance (MOT) to discuss strategies that could be employed by the Museum of Tolerance to assist law enforcement in enhancing communication with crime victims. During 2007, a telecourse, *Victims of Violence: A Guide to Help Bring Justice*, was distributed statewide. In addition, more than 5,000 copies of the video were provided to the California Victim Compensation and Government Claims Board for direct distribution to victims and victim support organizations.

The Museum will integrate the “*Victims*” video into current POST-certified training courses, and, on the national level, the Museum could integrate the video into its “National Institutes Against Hate Crimes and Terrorism” and its New York-based “Building Community Trust in a Diverse Post-911 Environment” program.

To improve the quality of investigator-victim interaction, the Museum may facilitate a pilot program at several Los Angeles area law enforcement agencies to distribute videos to victims during the follow-up stage of an investigation.

Questions about the Museum of Tolerance may be directed to Special Consultant April Crume-Vickers, Training Program Services Bureau, at (916) 227-0473 or April.Crume-Vickers@post.ca.gov. Questions about the *Victims of Violence: A Guide to Help Bring Justice*, may be directed to CPTN Production Manager Ronald Crook, Training Program Services Bureau, at (916) 227-3913 or Ronald.Crook@post.ca.gov.

STRATEGIC PLAN UPDATE PROCESS UNDERWAY

The biennial update of POST’s Strategic Plan is underway. Approximately 45 POST staff representing a cross-section of the organization met for two days in December. Preparatory “homework” was completed by individuals and small groups for about six weeks prior to the meeting. This internal meeting focused on a review of POST’s Mission, Vision, Values, and existing Strategic Plan goals and objectives.

Staff is organizing the information and ideas developed in the off-site meeting for presentation to the POST Management Team. In February 2008, an external Strategic Plan Update meeting will be held with POST's stakeholders in San Diego. This two-day meeting will allow stakeholders to review and propose additional ideas for POST's Strategic Plan.

Questions about the Strategic Plan Update may be directed to Assistant Executive Director Alan B. Deal, Standards and Evaluation Division, at (916) 227-2807 or Alan.Deal@post.ca.gov.

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM MODIFIED

The Academy Instructor Certificate Program (AICP), which requires basic instructor development training for Basic Course instructors, has undergone several modifications. The implementation date for the AICP is March 1, 2008, to allow additional time for academies to prepare for implementation and new instructors to complete the training or the equivalency process. Incumbent instructors will have three years to complete the training or the equivalency process. An updated how-to guide, frequently asked questions (FAQs) document, and equivalency form are in development. These materials will be available after January 2008.

Questions about the Academy Instructor Certificate Program (AICP) may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902 or Bryon.Gustafson@post.ca.gov.

TACTICAL MEDICINE COMPETENCIES MEETING

POST and staff from the Emergency Medical Services Authority (EMSA) held a second meeting in San Diego on December 17-18, 2007, to continue the development of standardized training requirements and core competencies for the POST-certified Tactical Medicine Course. This 80-hour course is presented by the International School of Tactical Medicine (ISTM) and certified to the Palm Springs Police Department.

The Tactical Medicine course has been in existence for 13 years and is the only course in the United States that has received approval from the Department of Homeland Security (DHS). The medical components are also approved by EMSA.

Questions about the Tactical Medicine program may be directed to Special Consultant Ken Whitman, Homeland Security Training Program, at (916) 227-5561 or Ken.Whitman@post.ca.gov.

REPORT WRITING ASSESSMENT AND REMEDIATION GAMING SOFTWARE UPDATE

POST is currently working with Studio Kinection, Inc. to develop gaming software that will assess and remediate the report writing deficiencies of entry-level officers. In December, POST staff met with representatives from Studio Kinection, Inc. to review the project, solidify learning objectives, discuss options for targeting the learning objectives, and start developing a schedule for additional input and user testing. Although Studio Kinection, Inc. has collected input (from report writing

instructors, the Basic Course Consortium, and FTOs), current and recently-graduated academy students will be interviewed to verify that the software will target the common deficiencies of academy students/FTO Program trainees.

Questions about the gaming software to assess and remediate report writing deficiencies may be directed to Personnel Selection Consultant Elizabeth Wisnia, Standards and Evaluation Services Bureau, at (916) 227-4830 or Elizabeth.Wisnia@post.ca.gov.

PUBLIC SAFETY DISPATCHER'S TEST BEING UPDATED

Standards and Evaluation Services Bureau began a project to update the Entry-Level Public Safety Dispatcher Test Battery. This test is used by over 150 law enforcement agencies to select dispatchers each year. While the exam has been updated several times since its initial development in the mid-1990s, a review of the basis of the dimensions underlying the test has not been undertaken. The current project will include a job analysis update and the creation of new test forms.

Questions about the updating of the POST Entry-Level Public Safety Dispatcher Test Battery may be directed to Senior Personnel Selection Consultant Bill Groome, Standards and Evaluation Services Bureau, at (916) 227-3255 or Bill.Groome@post.ca.gov.

SOFTWARE FOR THE ONLINE POST ENTRY-LEVEL LAW ENFORCEMENT TEST BATTERY NEARS COMPLETION

The POST Test Management and Assessment System (TMAS) administers and scores Basic Academy tests using the Internet. This system is undergoing a major expansion to include online administration and scoring of the POST Entry-Level Law Enforcement Test Battery (PELLETB). This expansion will improve test security, streamline test administration, and advance test development efforts.

In December, the software vendor for this project demonstrated a method to electronically administer the CLOZE test (a subtest which requires candidates to fill in missing words). With CLOZE test capabilities in place, POST staff can now enter and review test items and test the system in-house. A group of volunteer agencies will begin pilot-testing the system in the spring. Research and results from the pilot test will guide the state-wide implementation of the system.

Questions about the POST Test Management and Assessment System (TMAS) or the POST Entry-Level Law Enforcement Test Battery (PELLETB) may be directed to Senior Personnel Selection Consultant Bob Holmgren, Standards and Evaluation Services Bureau, at (916) 227-4537 or Bob.Holmgren@post.ca.gov, or to Personnel Selection Consultant Elizabeth Wisnia, Standards and Evaluation Services Bureau, at (916) 227-4830 or Elizabeth.Wisnia@post.ca.gov.

CalEPA ONLINE ENVIRONMENTAL CRIMES COURSE UNDERWAY

Staff met with CalEPA to discuss the development of an online environmental crimes investigation training for law enforcement. An RFP for the online course development will be posted in early January.

Subject matter experts from CalEPA and local law enforcement agencies agree that training on environmental crimes and regulatory enforcement could be effectively presented online. The online course should provide a scenario-driven overview of the environmental crime investigation process.

In addition, CalEPA invited POST to participate in a meeting for environmental enforcement training providers in March 2008. The meeting will provide an opportunity for clarification of roles among all parties involved in environmental crimes training.

Questions about the CalEPA Online Environmental Crimes Course may be directed to Senior Instructional Designer Catherine Bacon, Training Program Services Bureau, at (916) 227-4546 or Catherine.Bacon@post.ca.gov.

CALENDAR OF EVENTS ON THE POST WEBSITE

Due to security concerns, the POST Calendar of Events is located in the Flagship Network on the POST website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed through a user identification and password.

Information about obtaining access is located at http://www.post.ca.gov/library/p_ch/flagship_bb.asp. If you have access to the network but have forgotten your user identification or password, please send an email to clearinghouse@post.ca.gov.

LEGISLATIVE UPDATE

The Legislature is in recess until January 7, 2008; therefore, no report on bills with a Commission position will be provided until the Legislative session resumes.

REPORT DATE: December 31, 2007